



JOB DESCRIPTION

Title: **ADMINISTRATIVE/TREASURER'S CLERK**
Department: Treasurer
Class Code: 6555
FLSA Status: Non-Exempt
Effective Date: July 1, 2001 (Rev. 07/04)
Grade Number: 9

GENERAL PURPOSE

Under general supervision from the City Treasurer is responsible for proper receipting of all monies submitted to the treasurer's office.

EXAMPLE OF DUTIES

- *-- Receives all public funds and monies payable to the City, including all taxes, licenses, fines, utility payments, inter government revenues and special assessments, and prepares deposits in the appropriate accounts.
- *-- Provides a receipt to every person paying monies to the City Treasurer, including the date of payment and the account paid on. A duplication receipt or summary report shall be filed with the accounting office.
- *-- Properly uses AS400 system and the new HTE software package for proper receipting of all monies and reports.
- *-- Greets and directs visitors to the department they are seeking.
- *-- Receives, records, collects, deposits and coordinates with all City Departments returned checks, credit cards/debit cards and EFT 's in the Treasurer's Office.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High school graduation and twelve (12) months related experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Working knowledge of barcode reader, PC's, calculator, validator, IBM printer, etc.
- Skill in typing 35 nwpm.
- Ability to establish and maintain effective working relationships and customer service protocol with employees and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

TOOLS & EQUIPMENT USED

- Barcode reader, PC's, calculator, validator, IBM printer, phone, fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.